

COMMITTEE RULES AND STRUCTURE

General Rules

1. Scope of the Rules

Unless otherwise stated by the Secretary-General, these shall be the rules of procedure for all BUSUN committees and are considered to have been accepted prior to their first meetings.

2. Conduct

Delegates are expected to maintain decorum during all committee sessions and to avoid the use of inappropriate language.

3. Dress Code

During all committee sessions, delegates are expected to wear appropriate attire, as defined in the Guide to Delegate Preparation. BUSUN staff members may ask inappropriately dressed delegates to leave committee sessions.

4. Language

English shall be the working language of all BUSUN committees. Speeches in another language are allowed at the chair's discretion, but the speaker must provide translations in English. The translation time, in addition to the original speaking time, will count towards the total allotment.

5. Delegations

Each member will be represented by one delegate and one vote on each committee.

6. Statements by the Secretariat

The Secretary-General and other members of the Secretariat will be permitted to make statements, either oral or written, at any time.

7. Functions of the Chairperson

Each committee will have a chairperson, appointed by the Secretariat, who has ultimate authority over the committee's proceedings and the maintenance of order therein. The Secretariat may, at its discretion, appoint additional staff to a committee to assist the chairperson with these functions. The chairperson has final say in all procedural matters of the committee.

8. Appeal of a Chairperson's Decision

A delegate may, if he or she wishes, appeal a discretionary decision of the chairperson and/or committee staff. The chairperson's decision to entertain or reject a non-debatable procedural motion is not open to appeal. The chairperson will speak briefly in explanation of the decision, following which the delegate may speak in favor of overturning the decision. The matter will be brought to an immediate vote. A two-thirds majority of the committee must vote in favor to overturn the decision.

9. Quorum

One third of the expected membership of a committee must be present for session to begin. The determination of the existence of a quorum will be made either by the chairperson or an appointed official and may not be challenged by the delegates. However, a majority of the expected membership must be present for a substantive vote and any delegate may challenge this determination by requesting a recount.

10. Voting Rights

Each member state will have one vote in all matters, substantive and procedural. A member state may abstain from voting only during a substantive vote and only if they have declared themselves "present" and not "present and voting" during roll call. Member states who abstain from voting are counted as not voting and do not contribute to the number of votes needed for a majority. Observer states will have one vote in procedural matters only; that is, they may not vote on resolutions. No one may abstain from a procedural vote.

11. Majority

A majority vote is defined as one in which more states are voting in favor than against. A two-thirds majority vote is one in which twice as many states are voting in favor than against. States that have abstained from voting do not count towards the total.

12. Veto Power

In the Security Council the delegations from the People's Republic of China, France, the Russian Federation, the United Kingdom of Great Britain and Northern Ireland, and the United States of America have veto power. A substantive motion

will only pass with nine (9) members voting in favor and no veto members voting against. Any veto powers and extraordinary voting procedures in the Reformed UN Security Council shall be decided upon prior to the start of committee.

Rules Governing Debate

13. Roll Call

The first order of business for any BUSUN committee will be to take a roll call to determine which delegations are present. The chairperson will read an alphabetical list of delegations and then ask that all delegations not called raise their placards to make their presence known. Delegates of member states should respond “present and voting,” or “present.” Member states which respond “present and voting” are obliged to vote either for or against all subsequent substantive motions; these member states may not abstain. Member states which respond “present” are at liberty to abstain on substantive motions. Delegates of non-member states or observers should respond “present.”

The chair may, at his/her discretion, re-take this count at any time. Delegations arriving after the initial roll call must communicate their presence to the chair via note prior to speaking or voting on any matters.

14. Agenda

Each committee must, prior to opening debate at its first committee session, settle on the order of the agenda. This agenda need not include all items on the provisional agenda from the Secretariat.

The chairperson will accept proposed orders of the agenda from delegates until he or she decides that a sufficient number of orders have been proposed. The chairperson will then proceed through each suggestion in the order it was proposed, recognizing for thirty seconds one speaker in favor of and one speaker against each proposed suggestion. Following both speeches, the agenda order under discussion will be voted upon. The committee will continue to examine and speak on the next agenda order until an agenda order passes with a simple majority vote, at which time debate will begin upon the first agenda item on the passed agenda order.

In the event of an international crisis or emergency, the Secretary-General may table the agenda item under discussion and direct the committee to consider a new topic.

Debate: one speaker for and one against

Vote: majority

15. Addressing the Committee

No delegate shall address the committee during formal debate without having been recognized by the chair.

16. Recess of the Meeting (Caucus)

A motion to recess must be accompanied by a suggested time for the recess to last. Note that a recess may serve as caucus time, moderated or unmoderated, or for a scheduled break, such as dinner. In a moderated caucus, the chairperson will suspend the speakers list and call on delegates as they indicate their desire to speak with their placards. The speaking time during a moderated caucus must be specified with any motion requesting the caucus.

Debate: none

Vote: majority

17. Tabling Debate

This motion suspends debate on a particular topic temporarily. The committee must move to accept this question as the topic of debate again to reopen it. At that time the speakers list that was in use when debate was tabled will come back into use.

Debate: one speaker for and one against

Vote: majority

18. Closure of Debate

At any time a member may move to close debate. If this motion passes, debate on the current topic is closed and the topic is voted upon immediately. No more resolutions or amendments may be introduced once this motion has been passed.

Debate: one speaker for and one against

Vote: a two-thirds majority in favor of closing debate is needed to pass the motion

Speeches

19. Speakers List

After the agenda has been determined, one continuously open speakers list will be established. A separate speakers list will be made for each new topic of debate. Delegations wishing to be placed on the speakers list may send notes up to the chair expressing this desire. In addition the chair may, at his or her discretion, add nations to the speakers list based on a show of placards. No delegation may appear on the speakers list more than once at a given time.

Upon exhaustion of the speakers list, the debate is considered closed and the committee will move into voting procedure.

20. Speeches

Once recognized, a delegate may speak on any issue he or she feels is relevant to the current debate. The chair may call the delegate to order if he/she feels the speech is not related to the current issues before the committee. Only remarks related to the current agenda item are in order. However, a delegate may discuss any working paper, amendment or resolution that has been presented to the committee with regard to the current agenda item, in addition to any ideas about it he/she might want to express.

21. Time Limits on Speeches

The committee may limit each speech to a specific amount of time. A motion must be made to set or change the speaking time and the delegate making this motion must specify what limit he/she would like. This motion requires a simple majority vote and the chairperson may rule it out of order if he/she feels the time is unreasonable. The chairperson will set time limits on procedural speeches.

22. Comments on Speeches

The committee may elect to allow comments on speeches immediately following them. Note that no comments are in order if a delegate has yielded to points of information. The addition of comments requires a motion and the delegate making the motion must specify the number of comments and how long they will last. A simple majority is required to pass this motion and the chairperson may rule it out of order if he/she feels

the request is unreasonable. In addition the chair may, at any time during the comments, call a delegate to order if his/her comment is not specifically related to the speech that was just given.

23. Yields

Any delegate who has been granted the right to speak may yield the balance of their time to the chairperson, points of information, or any other member of the committee. If a speaker wishes to yield his/her time to another delegation he or she must specify to whom he/she wishes to yield before beginning his or her speech. Once time has been yielded, no comments will be in order. Multiple yields will not be allowed, and the chairperson will assume that time has been yielded to him/her if the delegate returns to his/her seat without yielding.

24. Right of Reply

A delegate may request the right of reply if he/she feels that his/her personal or national integrity has been grievously impugned. Please note that it is an extremely rare occurrence at the United Nations. The chair will rule immediately on this matter and the decision may not be appealed. If the right is granted, the chairperson will then set a time limit on the response. There will be no rights of reply to a right of reply.

Amendments and Resolutions

25. Presentation of an Amendment or Resolution to the Chairperson

Once the number of sponsors and signatories reaches one-fifth the attendance of the meeting, the sponsors of an amendment or resolution may present it to the chairperson. At this time the chair is responsible for approving the format, legibility and legality of the resolution and forwarding it to the conference staff for duplication and distribution.

26. Introduction of a Resolution or a Friendly Amendment

Once the chair has notified the sponsors of a resolution or amendment that it is ready for distribution, the sponsors may move at any time to introduce it. This introduction will consist of, subject to the chair's discretion, a reading of the document by one or more sponsors and an optional period of informal debate to

clarify questions of language. The extent of the informal debate is at the chair's discretion and may not be appealed.

Debate: chair's discretion
Vote: none

27. Friendly Amendments

An amendment to a resolution is considered friendly and is immediately applied to the text of the resolution if it is sponsored by all sponsors of the resolution. After receiving approval from the chair, suitably brief friendly amendments (at the chair's discretion) may be presented without additional copies for the rest of the committee.

28. Unfriendly Amendments

An amendment which is not sponsored by all the sponsors of the resolution it amends is considered unfriendly and is therefore only applied to the text of the resolution if it is passed by the committee. After the chair has notified the sponsors of the amendment that it is ready for distribution or presentation, the sponsors may move at any time to introduce it. This introduction will consist of, subject to the chair's discretion, a reading of the document by one or more sponsors and an optional period of informal debate to clarify questions of language. Following the period of informal debate, the motion to introduce the amendment will be voted on, requiring a simple majority to pass. If the motion is approved, general debate will be suspended and a new speakers list will be established with speakers in favor and against the amendment. After the Committee has heard two speakers in favor and two against the motion, a motion to close debate will be in order. When debate is closed, the Committee will immediately vote on whether or not to accept the amendment. If the vote receives a simple majority the amendment will be considered a part of the resolution. After the vote, debate will resume according to the previous speakers list.

Debate: two speakers for and two against
Vote: majority

29. Withdrawal of a Resolution or Amendment

If all of the sponsors of a resolution or amendment wish to withdraw the document, the

committee shall cease all discussion of it following the notification of the chair.

Voting

30. Conduct During Voting

Upon entering voting procedure the committee chamber shall be sealed by a member of the staff. All points and motions except those directly applicable to voting (outlined below) are out of order.

31. Points and Motions of Voting

Only the following motions from normal committee proceedings are in order during voting: appealing the chair, order given below as the least pressing motions.

32. Reordering Resolutions

Normally the committee will vote on resolutions in the order they were presented to the committee. However any member may move to change the order before any voting has begun. They must specify the new order along with the resolution. This motion is out of order if the committee has begun the process of voting on any particular resolution (including all of its amendments).

Debate: none
Vote: two-thirds majority in favor of the new order

33. Division of the Question

Immediately before a resolution or amendment is to be voted on, a member may move to divide the document into several separate voting units to be voted on, individually. The preambulatory clauses remain with the largest intact portion of the resolution. Each part will then be voted upon individually, and all parts which pass will be voted on together as the final document. If there is more than one division, the chairperson shall have sole discretion over the order in which those divisions are put to vote.

Debate: one speaker for and one against
Vote: majority

34. Important Question

A resolution may be deemed an important question, thereby requiring a two-thirds majority to pass. This request must be made immediately

before the resolution is to be voted upon and it must be accompanied with an explanation of how the resolution fits into one of the following categories:

- a) recommendations with respect to the maintenance of international peace and security;
- b) the admission of a new member;
- c) the suspension of the rights or privileges of a member;
- d) the expulsion of a member;
- e) budgetary questions.

If the chairperson determines that the resolution does fall within one of these categories, the body shall vote on the matter.

Debate: none
Vote: majority

35. Roll Call Vote

Only substantive questions can be taken to a roll call vote. In such a vote, the chair calls out each nation in alphabetical order and requests its vote. There are four possible responses: yes, no, abstain, or pass. Once the chair has gone through the entire roster of nations he or she will call on all states which passed the first time. Those states may only vote 'yes' or 'no' this time around. You may not pass more than once. Any state voting either 'yes' or 'no' may request the 'right of explanation'. Once the vote has concluded the chair will recognize all states that requested the 'right of explanation' in alphabetical order and provide them with 30 seconds to explain the vote.

The passage of this motion is solely up to the chair's discretion.

36. Voting on Resolutions

Unless a resolution has been deemed an important question, only a simple majority is needed so it may to pass.

Points and Motions

37. Precedence

The order of precedence of motions is as listed below, from first to last by number. When a motion is pending, it is in order to move any motion above it, but not any motion below it, in order of precedence.

38. Lack of Speakers

If a point or motion calls for speakers for or against and too few delegates volunteer to speak on either side of the issue, then the side with enough speakers prevails and no vote is necessary. If too few delegates volunteer on both sides of the issue, the point or motion will be ruled dilatory.

39. Acceptable Motions

Only those motions listed below will be permitted. When making a motion, delegates must raise their placard, wait to be recognized by the chairperson, rise, and state their point.

40. Adjournment of the Meeting

Only the last scheduled meeting of a body will be adjourned. This motion is dilatory at any other time.

Debate: none
Vote: majority

41. Appealing the Chairperson's Decision

Any delegate may appeal the most recent ruling of the chairperson if they feel it was incorrect for any reason, except those reasons that are designated in the rules as being exempt from appeal.

Debate: appellant and chair
Vote: a two-thirds majority in favor of overturning the decision

42. Point of Personal Privilege

If at any time a member experiences personal discomfort which impairs his ability to participate in the proceedings, he may rise to a point of personal privilege. The chairperson will then take whatever action he feels is appropriate to remedy the situation. A point of personal privilege may interrupt a speaker only if the delegate cannot hear the speech.

43. Point of Order

A delegate should use this point to bring any procedural errors to the attention of the committee and staff. This point must be made at the time of the error and is dilatory once any other actions have taken place. A point of order may interrupt a speech only if the speech is out of order.

44. Point of Parliamentary Procedure

A delegate may rise to this point if he wishes for the chairperson to clarify a procedural question for the body.

45. Point of Information

This is a question to the speaker. It is only in order if the delegate has yielded to points of information. Once recognized by the chairperson the member shall rise and present the question. Only the response time shall count against the speaker's allotted time. No cross debate is allowed, except at the chair's discretion and then only for purposes of clarification of language.

46. Question of Competence

A member may question the competence of the body to discuss a resolution, amendment, or any agenda items formerly approved by the Secretariat. This motion must be made immediately following the introduction of the questionable material.

Debate: one speaker for and one against
Vote: majority

47. Adoption of an Agenda Item

Prior to the setting of an agenda (or between items) the committee will debate which topic to discuss next. Any delegate may move to set the agenda at any time when the agenda has not been set (or if it has just been suspended) to adopt a particular agenda item.

Debate: two speakers for and two against
Vote: majority

48. Reconsideration

A motion to reconsider a substantive motion must be made during the same session as the original motion and must be made by a member of the prevailing side. The chair may rule this motion of out order if no new substantive information has become available to warrant the reconsideration.

Debate: two speakers against
Vote: a two-thirds majority in favor of reconsideration is needed to pass this motion